
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

2012 IAAO COURSE MEMO AND REGISTRATION

TO: All County & Township Assessors, County Auditors,
PTABOA Members and Vendors

FROM: Continuing Education Division

DATE: January 3, 2012

SUBJECT: 2012 Indiana Chapter IAAO Courses

The Department of Local Government Finance (DLGF) in conjunction with the Indiana Chapter of the International Association of Assessing Officers (ICIAAO) will sponsor IAAO courses as a continuing education opportunity.

The DLGF will pay the registration fee for two employees from each county and each elected township assessor's office to attend these sessions. Eligible registrants are County Assessors and/or Deputies, Elected Township Assessors and/or their Deputies, County Auditors and/or their deputies and appointed members of the PTABOA.

In order for the DLGF to pay the registration fee, registrants must sign both an AM and PM sign in sheet and take the exam at the end of the course. Successful completion of the exam is not a requirement.

Those who have taken the course previously, all vendors, those who do not attend the entire course, or those who do not take the exam will be responsible for payment of the registration fee. Anyone who registers for the course and cancels within ten days of the course or who does not attend any part of the course, without specific approval from the DLGF or the Indiana Chapter of IAAO, will also be responsible for payment of the registration fee. Emergencies will be taken into consideration, and if there is a wait list and if the spot can be filled, no fee will be charged to the person cancelling.

The courses will be filled on a first come, first served basis without regard to the employer, using the received date and time from the email, postmark or fax. Once a course is filled (50 people maximum) additional registrants will be placed on a wait list. The position on the wait list will also be determined by the date and time stamp on the email, postmark or fax.

A minimum of 25 people must be registered for the course. If we do not have 25 registrations 14 days before the start date of the course, the course will be cancelled and you will be notified by e-mail.

For county and township employees we use the two per county or township rule. If more than two registrations per county or elected township assessor's office are received for a course, employers will be contacted to decide which employees are the first two to attend. The additional employees will be placed

on the wait list. If the course does not fill, the additional county or township employees will be registered to attend with the DLGF paying the registration fee.

On-site registrations will NOT be accepted! Please complete a copy of the attached registration form for each individual who plans to attend the courses. Each person may register for more than one course per registration form. All registration forms must be received at the DLGF no later than **three weeks prior** to the course.

Confirmation that you are registered in the course will come via an email from Donna Bratcher at the DLGF approximately three weeks prior to the course start date. If you do not receive an email registration confirmation, please contact Donna at 317-233-0166 or by email at dbratcher@dlgf.in.gov to confirm your registration form was received.

Registration fee

As mentioned above, those who have taken the course previously, all vendors, those who do not attend the entire course, or those who do not take the exam will be responsible for payment of the registration fee. The registration fee for each one week (30 hour) course (101, 102, 112, 300, 400 & 402) is \$375.00. The registration fee for the Workshop 151: USPAP (Uniform Standards of Appraisal Practice) is \$250.00. Please send your payment for the course(s) or workshop when your registration is confirmed via email. Checks should be made to: Indiana Chapter of IAAO or ICIAAO and mailed to Donna Bratcher at the Department of Local Government Finance, 100 N Senate Ave, Rm N1058, Indianapolis, IN 46204.

Times

Courses will begin promptly at 8:00 AM and end at 5:00 PM (local time at the course site). On Friday, the examination will begin at 8:00 AM and convene at 12:00 PM.

What to bring to the course

#2 Pencils, a calculator and paper to keep notes.

Overnight Lodging

The DLGF will not be responsible for overnight lodging reservations. The registrant shall take total responsibility for their own accommodations.

Per Diem

In accordance with the rules promulgated by the DLGF governing the payment of travel expenses associated with approved training sessions, a township assessor (and their deputies), a county assessor (and deputies), a county auditor or a PTABOA member who attends this session is entitled to receive a mileage allowance and the per diem as set by the county in which the official resides, under the travel rules of the county*. A person is entitled to a round trip mileage allowance only for travel between the person's place of work and the training site nearest to the person's place of work. Claims are to be paid, without regard to appropriation, from either the county general or cumulative reassessment fund.

*If a county does not have an approved travel policy, the participant's reimbursement will be governed by the travel rules of the State of Indiana in effect at that time.

IAAO COURSE AND WORKSHOP DESCRIPTIONS

Course 101 - Fundamentals of Real Property Appraisal

30 hours DLGF CE credits

The Fundamentals of Real Property Appraisal is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach. The Fundamentals of Real Property Appraisal utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

Recommended: Property Assessment Valuation (PAV) textbook

Course 102 - Income Approach to Valuation

30 hours DLGF CE credits

The Income Approach to Valuation is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant or improved properties by the income approach. The material covers real estate finance and investment, capitalization methods and techniques, analysis of income and expenses to estimate operating income, selection of capitalization rates, and application of the approach. The Income Approach to Valuation utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

Recommended: Course 101, Property Assessment Valuation (PAV) textbook

Course 112 - Income Approach to Valuation II

30 hours DGLF CE credits

IAAO Course 112 is a comprehensive, interactive program intended for mid-level, commercial-industrial appraisers. The material will cover the income approach to value in depth, and reflect contemporary appraisal theory. The course will be broad based, while covering many topics that will focus on a case study problem that utilizes methodology learned in the course and will allow the audience to work through the case study to its conclusion. Depending on the size of the class, students will be grouped, based on the instructor's summation of the student's class participation. The groups will generally consist of 2-4 students. Each group will be expected to present their results to the remainder of the class. The instructor will be available to assist each group.

Recommended: Course 101, Course 102, Property Assessment Valuation (PAV) Textbook

Course 300 - Fundamentals of Mass Appraisal

30 hours DLGF CE credits

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

Recommended: Course 101, 102, Mass Appraisal of Real Property textbook (MARP)

Course 400 - Assessment Administration

30 hours DLGF CE credits

Course 400 provides fundamental management concepts for management and supervisory personnel in the assessor's office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions.

Recommended: Course 101, The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP) and Assessment Administration textbook.

Course 402 - Property Tax Policy

30 hours DLGF CE credits

Course 402 offers students' strategies for assisting in the effective formulation and implementation of tax policies and presents background enabling students to understand the context under which property tax policy is established. Students will be given analytical tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical basis to guide decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decision in the area of tax policy on a regular basis.

Workshop 151 – USPAP (Uniform Standards of Professional Appraisal Practice) (National)

15 hours DLGF CE credits

This workshop covers materials from The Appraisal Foundation, Uniform Standards of Professional Appraisal Practice which includes: Definitions, Preamble, Ethics Rule, Competency Rule, Departure Rule, Jurisdictional Exception Rule, Supplemental Standards Rule, and Standards 1 through 10.

Supplementary materials include The Appraisal Foundation Uniform Standards of Professional Appraisal Practice (USPAP). This workshop includes an exam on the third day.

Publications

The following publications are not necessarily required for the courses, but can be used in conjunction with the class materials when studying for the course exams. If you would like to purchase one of these publications, please contact Ginny Whipple at 812-593-5308 or email ginny@gnaassessmentprofessionals.com at least three weeks prior to the course to ensure delivery of the textbooks to the class site. Make your check to ICIAAO and mail it to Ginny at 1803 S CR 550 W, Greensburg, IN 47240

Assessment Administration (soft cover text)	\$40
Fundamentals of Mass Appraisal (1 st edition)	\$50
Property Assessment Valuation (2nd edition, copyright 1996)	\$25
Property Assessment Valuation (3rd Edition, copyright 2010)	\$50

Information regarding class facilities and hotel accommodations

Bloomington Ivy Tech

Indiana Center for the Life Sciences (ICLSBL)

501 North Profile Parkway
Manufacturing Suite
Bloomington, IN 47404
(812) 330-6245

<http://www.ivytech.edu/bloomington/>

'The Centre' Conference Facility in Evansville

715 Locust St
Evansville, IN 47708
(812) 435-5770

The following are accommodations near The Centre:

Plaza Hotel

5701 Highway 41 North
Evansville, IN 47711
(812) 464-1010

<http://www.hotels-evansville.com/plaza-hotel.asp>

Casino Aztar Hotel-Downtown

421 NW Riverside Dr
Evansville, IN 47708
(800)342-4386

<http://casinoaztar.com/content/pages.php?pg=hotels>

Le Merigot at Casino Aztar

615 NW Riverside Dr
Evansville, IN 47708
(812) 433-4700

<http://casinoaztar.com/content/pages.php?pg=hotels>

Hampton Inn, Evansville

8000 Eagle Crest Blvd
Evansville, IN 47715
(812)473-5000

<http://www.hamptoninn.com/en/hp/hotels/index.jhtml?ctyhocn=EVVINHX>

Greensburg Hampton Inn

2075 North Michigan Ave
Greensburg, IN 47240
(812) 663-5000

<http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml?ctyhocn=CLUGBHX>

Sleeping Room rate of \$77.00 per night plus tax. Attendees need to tell registration that they are with the IAAO Assessor's Training Group. They will also offer a lunch meal for \$7.95 plus tax, however, the hotel needs to know 2 weeks prior if you plan to lunch.

Huntington City-Twp Public Library

255 West Park Drive
Huntington, IN 46750
(260) 356-0824

<http://www.huntingtonpub.lib.in.us/>

Valparaiso Ivy Tech

3100 Ivy Tech Drive
Valparaiso, IN 46383
(219) 464-8514

<http://www.ivytech.edu/northwest/>

2012 Indiana Chapter IAAO Course Registration

Please scan and email, fax or mail to
Donna Bratcher
dbratcher@dlgf.in.gov or
Dept of Local Government Finance
100 N Senate Ave Rm N1058, Indianapolis, IN 46204
Ph: 317-233-0166 Fax 317-232-8779

Name: _____

Employer: _____

Your Work Title: _____ Date of Birth: _____

(Please circle one)

Mailing Address: Home or Business _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____

(Confirmations will only be sent via email, *three weeks* prior to class start date)

Register	Course	Date 2012	Location	Instructor
	Workshop 151	February 7 - 9	Bloomington Ivy Tech	Pat Alesandrini
	Course 112	March 5 - 9	Greensburg Hampton Inn	Rick Stuart
	Course 101	March 19 - 23	Evansville The Centre	Marion Johnson
	Course 300	April 9 - 13	Valparaiso Ivy Tech	Rick Stuart
	Course 402	May 21 - 25	Greensburg Hampton Inn	Bob Graham
	Workshop 151	June 5 - 7	Greensburg Hampton Inn	Randy Scheidt

2012 Indiana Chapter IAAO Course Registration

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Donna Bratcher
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Dept of Local Government Finance
100 N Senate Ave Rm N1058, Indianapolis, IN 46204
Ph: 317-233-0166 Fax 317-232-8779

Name: _____

Employer: _____

Your Work Title: _____ Date of Birth: _____

(Please circle one)

Mailing Address: Home or Business _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____

(Confirmations will only be sent via email, *three weeks* prior to class start date)

Register	Course	Date 2012	Location	Instructor
	Course 102	July 16 - 20	Huntington City-Twp Public Library	Marion Johnson
	Course 400	August 6 - 10	Valparaiso Ivy Tech	Ginny Whipple
	Course 300	September 17 - 21	Greensburg Hampton Inn	Rick Stuart
	Course 101	September 24 - 28	Huntington City-Twp Public Library	Ginny Whipple
	Workshop 151	October 9 - 11	Valparaiso Ivy Tech	Pat Alesandrini
	Course 400	October 15 - 19	Evansville The Centre	Ginny Whipple
	Course 300	October 29 - Nov 2	Bloomington Ivy Tech	Rick Stuart
	Course 102	December 10 - 14	Greensburg Hampton Inn	Marion Johnson